

ATTACHMENT I

29 JUN 1962

MEMORANDUM FOR: Chief, Technical Accounting Staff

SUBJECT : Expense Report on Confidential Funds Payroll

1. As a part of planning the ABF system for confidential funds payrolls, it was proposed to eliminate the expense report on personnel prepared for each pay period. In lieu of such report, information contained therein would be furnished to the users as a part of the monthly expense report for the month in which the payroll was vouchered.
2. The proposed change in providing data on personnel expense was discussed with Budget and Finance Officers and some of their staffs of five components (HE, WE, EE, FE, and AF). Only one officer (HE) expressed reluctance about the change because of the additional delay in receipt of personnel expense data and the effect this might have on the adjustment of personnel obligations each month.
3. Under present procedures, personnel expense reports are released to the users about two weeks after the end of a 4-week period. The monthly expense reports are released about two weeks after the first of the month following the end of the calendar month reported. Under the proposal, the expense report of a payroll vouchered during the first part of a calendar month would be received by the HMF Officers not less than two weeks and as much as six weeks later than the normal two weeks lag following the end of a pay period under present procedures.
4. All of the Budget and Finance Officers contacted liked the idea of the consolidated report and agreed that the last available personnel expense data reflected therein can be used to adjust the obligations each month. In view of this, it is recommended that ABFD's proposal to include the personnel expense data in the monthly expense report be adopted.

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Member,
Technical Accounting Staff

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Chief, Technical Accounting Staff

29 JUN 1962

Date